

California Energy Commission



CLASSIFICATION: Staff Information Systems Analyst (Specialist)
TENURE: Permanent
TIME BASE: Full Time
SALARY: \$5,065 - \$6,466
LOCATION: Information Technology Services, Sacramento
FINAL FILING DATE: UNTIL FILLED

DUTIES/RESPONSIBILITIES: Under the general guidance of the Manager of the Project Management Office (PMO), the incumbent serves as a lead project manager and application specialist performing the full scope of complex and difficult analytical tasks to support the development of Commission business application and modeling projects. The incumbent will expertly apply and provide project management methodologies consistent with Project Management Institute Body of Knowledge and the California Technology Agency IT policies, standards, instructions and guidelines, and the Commission's project policies, procedures, and templates; assist Commission staff with the Feasibility Study Report process, all phases of project management and system development lifecycle methodologies.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have

- ☐ Experience managing multiple information technology projects
- ☐ Experience with Microsoft Project Plan
- ☐ Excellent communication skills
- ☐ Strong interpersonal and customer relations skills
- ☐ Ability to take initiative, multitask and handle changing priorities
- ☐ Ability to work independently and in a team environment with all levels of staff throughout the department

WHO MAY APPLY: All interested eligible persons are encouraged to apply. **Please indicate RPA 210-063 and the basis of your eligibility for this classification on the state application form, STD. 678.** Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Applications will be screened for experience and only the most qualified will be contacted for an interview.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Emily Oren (RPA 210-063)
 1516 9th Street, MS-3
 Sacramento, CA 95814
 (916) 654-4100

California Relay (Telephone) Service
 for the Deaf or Hearing-Impaired
 From hTDD Phones: 1-800-735-2929
 From Voice Phones: 1-800-735-2922

RPA 210-063 Position# 2100-1312-008 Ok EO 8-29-12